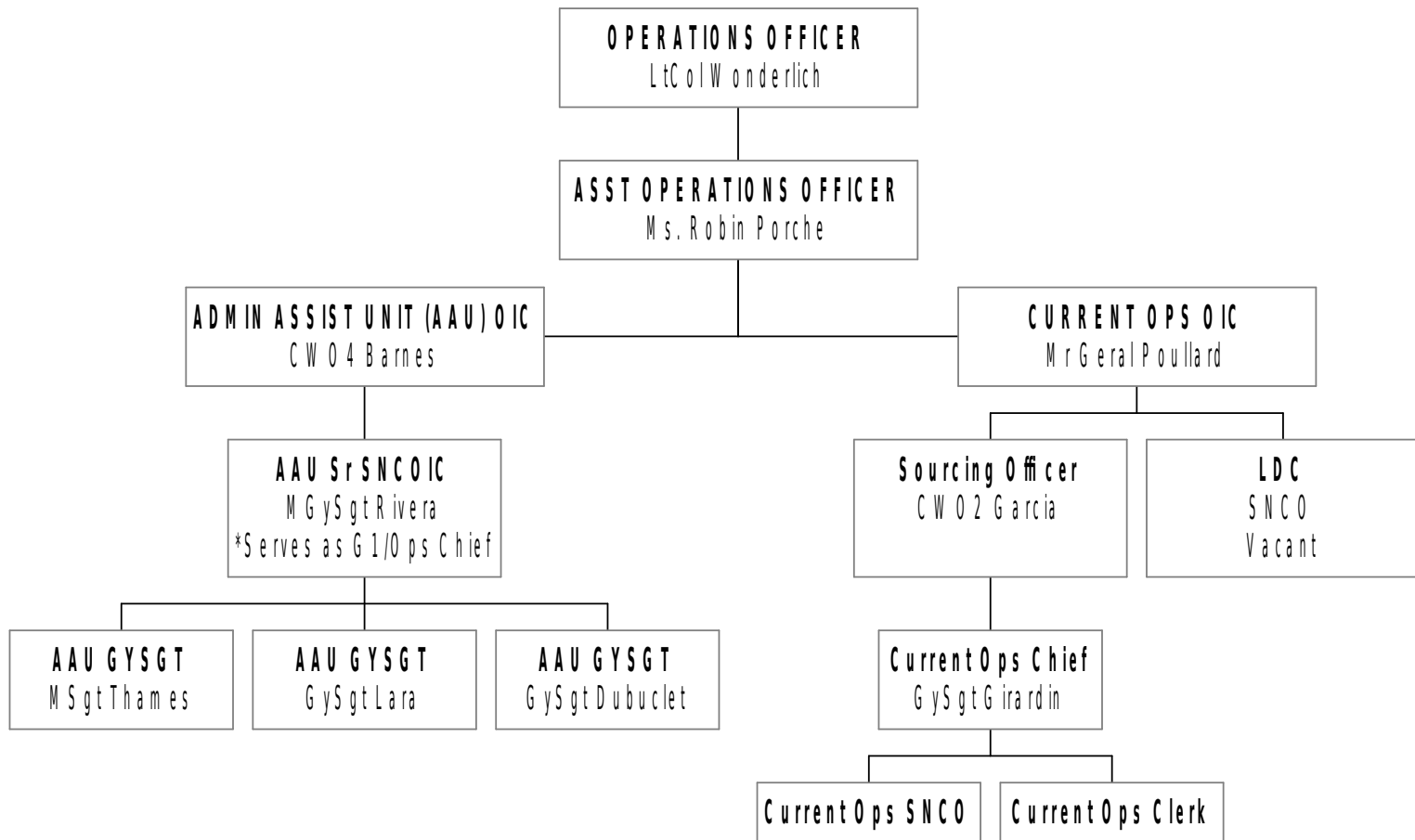




Marine Forces Reserve Admin Assist Unit(AAU) Overview



MARFORRES G-1 Operations



* The Senior SNCO within Operations Section will also as the Ops Chief as it relates to Troop Handling, Training Requirements, Counseling, etc.



Admin Assist Unit Mission

To Provide training, education,
and assistance to all matters
pertaining to personnel
administration, policy
implementation, and basic
administrative processing to the
Force.



AAU Responsibilities

- Direct Liaison w/MCCSSS, Camp Johnson Personnel Admin School
- Direct link w/MCAAT and G-7(FRAAP & CGI Inspections)
- MARFORRES - HL3 (GTCC APC)
- DEERS Project Office
- Monthly Reports
- Provide answers to all questions submitted to the AAU OMB
- Pass information via the AAU email list
- Evacuation Accountability
- DM (request for correct/Wavier)
- Host MFR Administration Symposium
- Brief at numerous symposiums/conferences
 - MCAAT, ILOC, MFR, 1stSgt/SgtMaj/I&I Conferences
- FRAAP (3 checklists), CGI (20 checklists), MCAAT,
- Deployment Support Team (DST)
- Provide on-site assistance for personnel admin support
- Force support concerning Personnel Admin
 - Policy interpretations & Procedural implementation



Assist Visit Scheduling

- What criterion are used for assist visit scheduling?
 - MCAAT schedules (usually 12-8 months from inspection)
 - Previous MCAAT scores
 - Admin Chief/PERSO experience level
 - Requests that are submitted via the chain and favorably endorsed by the MSC
 - Level of Command
 - Battalion and Squadron and above priority
 - Available to augment Battalion and Squadron if requested and required



Administrative Assist Overview

- Admin Assist Visit
 - Visits are NOT an inspection
 - Visits are not oriented strictly around the checklists
 - REFERENCE BASED GUIDANCE!!
 - A remote audit is conducted approximately 2 weeks before the team makes the actual assist visit
 - During the visit the team will emphasize procedures and turnovers
 - Also inquire about
 - Filing
 - Tracking
 - Program Access
 - After Action Report is provided to Unit, MFR G-1, MSC G-1



PROGRAMS

- The below systems are some used during the remote and on site assist visit:

MCMEDS

MOL

DM

Promotions

DTS

Leave

Citibank

ReportNet

MCEAS

UMSR

DTOD

OMPF

MCTFS 3270

MCEAS

M&RA Website

MROWS

EDA

APES

AMHS

UDMIPS

SharePoint

ODI

AAU Website**

DFAS LES (MC only)

JMPJUMPS (Other Service LES)



QUESTIONS AND ASSISTANCE

Use your Chain of Command for questions. Let your next level of administration attempt to answer your inquiry.

When there is conflicting guidance or additional information is required the AAU personnel are available for clarification and/or assistance.



POINTS OF CONTACT

Send questions to OMB

MFRAAU@USMC.MIL

To be added to the AAU email list email the OMB

Check out our website FAQ for answers

<http://www.marforres.marines.mil/GeneralSpecialStaff/G1/AAU/FAQs.aspx>

Available by phone

(504) 697-7268 / 7269 / 7270 / 7271 / 7272



QUESTIONS?